

5 Jan 66 (?)

MEMORANDUM FOR: Chief, Benefits and Services Division  
SUBJECT : Retirement Branch Year End Report

1. The Retirement Branch was created during the month of September 1965 as a part of the Benefits and Services Division. The Branch was given the responsibility for the following activities:

- a. Pre-retirement planning and counseling for employees covered by the Civil Service Retirement Act and for employees covered by the C. I. A. Retirement and Disability System.
- b. Executive Secretariat functions for the Agency Retirement Board.
- c. To provide staff guidance and administrative support in processing applications in connection with Civil Service retirement for Agency personnel, including applications requiring secure processing with the Civil Service Commission.

2. At the close of the year the Retirement Branch was given the additional responsibility of staff guidance and administrative support in processing applications for those individuals retiring under the C. I. A. Retirement and Disability System.

3. One of the highlights of this newly created Branch was the handling of the mass exodus of those individuals who decided to retire before the end of the year to gain an additional 8.1% increase in their earned annuity as a result of the Daniels' Bill passed by Congress.

4. Attachment A of this report contains statistics of the work load of the Retirement Branch. These statistics pull together the work load for the year of the units that were merged into the Retirement Branch.

5. Attachment B is the year end report prepared by the Executive Secretary of the Agency Retirement Board for the Board Members.

[Redacted Signature]

Chief, Retirement Branch

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